

July

10 October 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Office of Personnel Report -- Week Ending
10 October 1975

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1. Projections Briefing: Chief, OP Plans Staff and Mr. [] of Plans Staff briefed the Management Committee on 6 October on projections of professional input for each of the career services. Emphasis was placed on the poor outlook for using attrition for any significant reduction, the consequences of a hiring freeze which would further raise the average age, the extent to which "converting" non-professional employees appears to be preempting acquisition of young professionals, and the need for a conscious policy with respect to the mix of entering professionals.

2. Handicapped: This week has been designated "National Employ the Handicapped Week." In an effort to publicize this fact, arrangements were made to post a brief comment concerning the Handicapped Program on the official bulletin board in "J" Corridor and the DDI bulletin board.

3. EEO Counselors: The Professional Placement Branch EEO counselors attended a meeting of EEO counselors conducted by Mr. Omega Ware on Wednesday, 8 October. The gist of the meeting concerned the plans of the O/EEO and the importance of the role of the counselor in the complaint process. We were advised that we must now report in writing by the tenth of each month information on pre-complaint cases, including negative reports.

4. Privacy Act: Our Clerical Staffing Branch reports their first Privacy Act refusal of information when calling HEW seeking the usual information on a Government employee transferring without a break in service (grade, date of grade, date of last step increase, insurance information-waiver/no waiver). This information traditionally has been obtained by telephone in order to facilitate the entrance-on-duty processing and to verify grades, insurance privilege, etc. In this case, HEW would only provide the release date. We are looking into this!

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5. IC Staff Request: Military Personnel Branch received two recruitment requests from the Intelligence Community Staff. These requests are for [redacted] with the Department of State, and [redacted] USA, with the Office of the Deputy Chief of Staff for Operations and Plans, Department of the Army. MPB is in the process of seeking Department of the Army approval. Internal Agency processing has already been initiated.

6. Engineers: Many schools are reporting increased engineering enrollments. The University of South Florida reports a 97 percent increase. Of these, 47 percent are transfer students from community colleges. Minority enrollments in engineering are also up. The number of women majoring in engineering at South Florida went from 62 last year to 190 this year.

7. Comparability Study: A meeting was held by three Position Management and Compensation Division officers with position classification representatives at the Bureau of Engraving and Printing to discuss position comparability in the field of photoengraving and related printing and engraving trades. The meeting included a tour of the photoengraving operations.

8. Combined Federal Campaign: A CFC meeting was held on 8 October with the Directorate representatives. This year's campaign was discussed and material relative to the goal for each Directorate was provided to each representative. The Agency's goal for this year has been established as \$291,000, up from last year's of \$281,864.

9. Blood Donors: Blood Donor Day, 7 October, was successful again this month as evidenced by the donation of 190 units. Records reflect monthly average of blood donations for the first four months of FY 1976 is 182.5 pints. The new Director of the Fairfax County Red Cross Chapter stated that over the years the response of the Agency employees to the blood bank has been outstanding.

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10. Equal Housing: Mrs. [redacted] of Personal Affairs Branch represented the Agency at a morning meeting of the Federal Equal Housing Opportunity Council on 2 October which was held in the HUD Departmental Conference Room. Mr. James H. Blair, Assistant Secretary for Federal Housing and Equal Opportunity, spoke to the group which consisted of housing officers from other Government agencies. The subject matter centered around the need and the proper functions of the housing location service.

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11. Ceremony: Preparations for the Intelligence Community awards ceremony on 30 October for Dr. are still in process. Of the more than 300 people to be invited to the ceremony, approximately 90 percent have been contacted. This does not include the various staffs and other groups which are also to be invited, plus an additional list of names not yet received from Dr. secretary. In addition to making phone calls, the Executive Secretary of HMAB has also arranged for a photographer, requested flowers for the stage, alerted the Office of Security about the ceremony and the need for parking and escorts. Tickets will be printed and forwarded to the VIP's upon approval by the D/DCI/IC.

12. Science & Technology Awards: The Honor and Merit Awards Board has received 134 recommendations from Special Projects Staff/DDS&T in connection with a special project. This past week approximately 40 hours have been spent preparing these cases for board review.

13. Response to Vacancy Notice: We have recorded 37 applicants for the GS-13 EEO Specialist job. The deadline was extended from 26 September to 3 October.

14. Rehired Annuitants: The following rehired annuitant case was approved for the Administration Directorate:

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Coming Events:

1. A skills session on interviewing will be held on 15 October.

2. We will continue with the APP collation.

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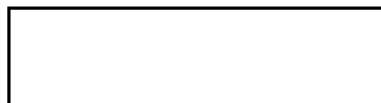
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additional detailed information is needed concerning work procedures and requirements to make an adequate judgement.

2. A meeting was held with a representative of The Virginia Lock & Safe Co., Fairfax, Va. to discuss and obtain data on private industry occupational information and current pay scales for Safe and Lock Technician positions. This information was obtained for use in the Office of Logistics survey report and as a basis for evaluating related Agency positions.



Chief

Position Management & Compensation Division

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